



## Office of Information Technology

### Project Management Office

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### Standard Operating Procedure

### Project Closure

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1	8/26/2016	Pam Isham	Draft	First Draft
2	9/27/2016	Pam Isham & Leigh Wilkinson	Draft	Second Draft - Revised
3	10/3/2016	Isham & Wilkinson	Final Draft	Presented to Project Team
4	11/17/2016	Isham & Wilkinson	Approved	Publish as PDF



## Standard Operating Procedure

### Project Closure

#### I. **Statement**

The mission of the Office of Information Technology (OIT), Project Management Office (PMO) is to ensure the success of technology projects and improve upon business processes for Maine state entities.

#### II. **Purpose**

The purpose of this Standard Operating Procedure (SOP) is to establish a guided process for closing, postponing or cancelling projects managed by the PMO.

#### III. **Applicability**

This procedure applies to all projects managed by or with the assistance of the PMO. Exemptions may be granted to some or all of this process by the Director of the PMO (Director), the Program Manager (PgM) and/or their designee.

#### IV. **Responsibilities**

A Project Manager (PM) has the responsibility and authority to close a project.

A PM is required to at least consult with a PgM and/or the Director prior to postponing or cancelling a project.

## V. Standard Operating Procedure

A project is formally closed when the PM and the Project Sponsor and/or an authorized representative from the business accepts and signs the Project Closure document (See PMO Templates).

The PM is to complete all of the required documentation / artifacts listed in the Required Checklist below prior to project closure.

Required Checklist	
	<ol style="list-style-type: none"><li>1. Complete the <a href="#">Project Closure document</a></li><li>2. Submit a final <a href="#">SharePoint Project Status Report</a><ul style="list-style-type: none"><li>➤ Clearly mark it as the Final Status Report</li></ul></li><li>2. Update the <a href="#">SharePoint Business Case</a><ul style="list-style-type: none"><li>➤ Change the Project Status to Complete</li></ul></li></ol>

The below Optional Checklist is a helpful reminder for PM's. The items listed may or may not be applicable to all projects.

Optional Checklist	
	<ol style="list-style-type: none"><li>1. Reconcile &amp; close Contract(s), MOU(s) and Agreement(s)</li><li>2. Close out with KSI (staff augmentation)</li><li>3. Close out with OIT Workforce Development</li><li>4. Close out project in TAMS</li><li>5. Close out with VMO</li><li>6. Close out with BGS (temporary leased space)</li><li>7. Close out with Finance</li><li>8. Close out with Audit (if GASB51)</li><li>9. Close out with CTS<ul style="list-style-type: none"><li>➤ Complete <a href="#">Employee Checkout Form</a></li><li>➤ Return hardware</li><li>➤ Discontinue software licensing</li><li>➤ Disconnect / return phone(s)</li><li>➤ Update GAL</li></ul></li><li>10. Archive project (See Reference Section)</li><li>11. Clean up the project site (SharePoint)</li></ol>

## **VI. Fiscal Impact**

Savings will be realized through the reduction of waste, non-value work and the elimination of duplicative efforts by the adoption of standard, repeatable processes.

## **VII. Definitions & Acronyms**

DAFS - Department of Administrative & Financial Services

OIT – Office of Information Technology, DAFS

PMO – Project Management Office (and Business Process Management), OIT, DAFS

Director – Director of the Project Management Office

PgM – Program Manager in the Project Management Office

PM – Project Manager in the Project Management Office

VMO - Vendor Management Office, OIT, DAFS

Workforce Development – Personnel / Human Resources Team, OIT, DAFS

Finance – Financial Management Team, OIT, DAFS

Audit – DAFS, Bureau of Budget, Auditing Unit

KSI – Knowledge Services Incorporated, Contracted Staff Augmentation

BGS – Bureau of General Services, DAFS

GAL – State of Maine, Enterprise Email, Global Address List

## **VIII. References**

Archive Information

[General Archiving Policies](#)

[Specific Archiving Policies on State Agency Correspondence \(Schedule 13\)](#)

[Specific Archiving Policies on State Contracts](#)

## **IX. Approval & Document Information**

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